

California Capital Microloan Program Highlights

Borrower	<ul style="list-style-type: none"> ▶ Operating an existing legal, for profit businesses with two (2) full years of tax returns ▶ The Program will consider start-ups 		
Project Location	<ul style="list-style-type: none"> ▶ The primary business and project location must be located within a designated area determined by each individual Program. 		
Amount	Up to \$25,000, subject to Program funds availability		
Purpose	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▶ Working capital¹ ▶ Equipment ▶ Inventory </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▶ Business purchase ▶ Tenant improvements </td> </tr> </table> <p><u>Loan Proceeds shall not be used for personal, family or household purposes</u></p>	<ul style="list-style-type: none"> ▶ Working capital¹ ▶ Equipment ▶ Inventory 	<ul style="list-style-type: none"> ▶ Business purchase ▶ Tenant improvements
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Terms	<ul style="list-style-type: none"> ▶ Fixed term loans with regularly scheduled payments. ▶ Up to five (5) to seven (7) years; depending on Program requirement 		
Fees & Out of Pocket Expenses	<ul style="list-style-type: none"> ▶ Application Fee: \$100 (<u>Non-Refundable</u>) to be paid with the submission of the application ▶ Loan Origination Fee: Three (3) % of the loan amount ▶ All out of pocket expenses to be paid by the Applicant 		
Interest Rate	<ul style="list-style-type: none"> ▶ Prime Rate plus five (5) %, up to the maximum of 9.75% and fixed for the term of the Loan 		
Credit	<ul style="list-style-type: none"> ▶ No derogatory information regarding the applicant's credit, or business operation in the last six (6) months 		
Collateral	<ul style="list-style-type: none"> ▶ A UCC-1 Filing on business assets. Collateral may include equipment, inventory, and accounts receivable. ▶ Deed of trust ▶ Life Insurance assignment 		
ACH. Automated Clearing House Transaction	<ul style="list-style-type: none"> ▶ If loan request is granted, Applicant is required to open and maintain a business checking account (Account) for the term of the loan to allow California Capital to collect monthly payments via an Automatic Clearing House (ACH) debit. 		
Contact Information May 17, 2018	<ul style="list-style-type: none"> ▶ Note: Before applying for a loan please contact California Capital or Carlos Almanza, Capital Access Products Manager@ calmanza@cacapital.org or 916 442-1729 		

¹ Not eligible under the Jump Start Program

California Capital Loan Application Package

Application Checklist

Each applicant must submit the following:

- A **Non-Refundable** Loan Application Fee of \$100 is due upon application submission
- Credit Authorization Form (Page 3)
- Completed Loan Application Form (Pages 4-7)
 - ❖ Business information, financing information, public benefit, use of funds, collateral summary, business debt, business owner information and demographics
- Business income federal tax returns for the past 3 years
- Balance sheet and income statement for last complete year and year to date
- Copy of purchase or franchise agreement (if applicable)
- Entity Documents
 - ❖ Articles of incorporation and bylaws,
 - ❖ partnership agreement,
 - ❖ articles of organization and operating agreement for LLC,
 - ❖ Fictitious Business Name Statement (DBA), if applicable
- Copy of any proposed or existing lease agreement
- 1 month recent pay stubs
- 3 months recent bank statements

Each person who owns 20% or more of the business must also submit:

- Personal resume showing training, education and/or management experience in the industry
- Copy of driver's license
- Completed credit authorization form (Page 3)
- Completed personal financial statement form (Page 8-10)
- Completed personal budget analysis form (Page 11)
- General Information (Page 12)
- Copies of personal federal tax returns for the past 3 years

Startup businesses: businesses with less than 2 year of sales must also submit:

- Complete business plan
- Realistic balance sheet and income statement projections

Existing businesses: businesses with 2 years of sales or more must also submit:

- Executive summary – a description of history, operations, highlights, achievements, and management of the business
- Realistic income statement projections

If you have any questions regarding any of the forms give us a call.

PLEASE NOTE: *An incomplete application package will not be processed.*



Credit Authorization Form

To be completed by any owner of 20% or more of the business.

Legal Name: _____
Legal Address (No P.O. Boxes): _____
City, State and Zip Code: _____
Telephone Number: _____ Fax Number: _____
Driver's License Number: _____ State: _____
Social Security Number: _____ DOB: ____/____/____

Legal Name: _____
Legal Address (No P.O. Boxes): _____
City, State and Zip Code: _____
Telephone Number: _____ Fax Number: _____
Driver's License Number: _____ State: _____
Social Security Number: _____ DOB: ____/____/____

I hereby authorize California Capital Financial Development Corporation (CCFDC) to contact credit reporting agencies and creditors with regards to the status of any past or outstanding debt or other credit history or information that such agencies make available for credit worthiness evaluation at present or at any time in the future for the purpose of making or monitoring a loan. Such information may include, but may not necessarily be limited to, employment and income verification and account deposit histories and balances.

I have been informed that the requested credit report is for CCFDC use only and I will not be able to obtain a copy from CCFDC. However, I have been informed that I may contact the credit reporting agencies individually to obtain a copy of a similar report.

CCFDC will use its reasonable efforts to keep confidential such non-public financial and other information regarding this Credit Authorization and my loan application (the "Application") as it may receive, and I understand and agree that in any event CCFDC may disclose any such information (a) to its directors, officers, employees, service providers, funding sources and agents, including accountants, legal counsel and other advisors (it being understood that CCFDC has limited power and control over its agents, employees and other third parties and any failure by them to keep furnished information confidential shall neither constitute a breach of this confidentiality provision nor afford the undersigned or any other party a right of action against CCFDC, its agents or employees), (b) to the extent requested by any government authority, (c) to the extent required by applicable laws or regulations or by any subpoena or similar legal process, (d) in connection with the exercise of any remedies hereunder or any suit, action or proceeding relating to this Credit Authorization or the application, or the enforcement of rights hereunder, (e) with my consent or (f) to the extent such information (i) becomes publicly available other than as a result of a breach of this confidentiality provision or (ii) becomes available to CCFDC on a non-confidential basis from a source other than me; provided that in no event shall CCFDC be obligated or required to return any materials furnished by me, my business or any of its affiliates.

Date: _____
Signature: _____
Print Name: _____

Date: _____
Signature: _____
Print Name: _____

Loan Application

Business Information

Legal name of business: _____

Business Address: _____ City: _____

State: _____ Zip code: _____ Telephone: _____ Fax: _____

Legal structure: (check one): Corporation LLC Partnership Other: _____

Date business was established: ____ / ____ / ____ State of organization/incorporation: _____

Brief business description*: _____

State tax ID number (business license number): _____

Federal tax ID number: _____

Bank where business has its bank account: _____

Financing

Amount of loan request: \$ _____

Owner's equity contribution: \$ _____

Purpose of the loan: _____

Source of loan repayment: _____

Public Benefit

As a direct result of receiving the requested loan, will the business:

Create jobs? Yes No

Estimate how many jobs the business will create in the next 2 years: _____

Retain jobs? Yes No

Estimate how many jobs the business will retain: _____

Use of funds*

	Amount of Loan request	plus	Owner's equity plus and other funds used for this project	equals	Total project cost
Inventory	\$	+	\$	=	\$
Equipment and machinery	\$	+	\$	=	\$
Lease hold improvements	\$	+	\$	=	\$
Professional fees	\$	+	\$	=	\$
Working capital	\$	+	\$	=	\$
Loan fees	\$	+	\$	=	\$
Other	\$	+	\$	=	\$
Total	\$	+	\$	=	\$

*On a separate sheet, please provide a more detailed list of exactly what the requested loan would be used for.

Summary of Collateral

Collateral	Name of Owner(s)	Present Market Value
Real estate		\$
Equipment and machinery		\$
Inventory		\$
Other business assets		\$
Total		\$

Business Debt

List all business debts below.

Creditor	Original Amount	Date of Loan	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Current or Past Due

Business Ownership

List below anyone who owns 20% or more of the business.

Name of Business Owner(s) and Title	Percentage Ownership	Annual Compensation
1. _____	_____ %	\$ _____
2. _____	_____ %	\$ _____
3. _____	_____ %	\$ _____
4. _____	_____ %	\$ _____

Certification

The undersigned hereby represents and warrants that as of the date hereof to the best knowledge and belief of the undersigned, the information contained herein and attached hereto is accurate, correct, complete, and truly descriptive of the project, the Applicant and any guarantor or other party listed in this application that may be involved in the project. It is hereby further represented and certified by the undersigned that the proceeds of any loan made in the basis of this application **shall not be used for personal, family or household purposes.**

Date: _____

Signature: _____



Print Name: _____

Title: _____

Ownership Demographics

Provide the following information for 100% of the ownership. The following information is being obtained for statistical purposes only.

Veteran Code: 1. Non-Veteran; 2. Service Disabled Veteran; 3. Other Veteran

Gender Code: 1. Male; 2. Female

Ethnicity Code: 1. African American; 2. Latino; 3. Native American; 4. Asian, Pacific Islander; 5. Russian; 6. Caucasian; (if multi-ethnic, indicate all that apply)

Owner/Shareholder Name	Veteran Code	Gender Code	Ethnicity Code

Equal Credit Opportunity Notice

The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning creditors is:

Comptroller of the Currency
 Compliance Management Division
 Washington, DC 20219-0001



Personal Financial Statement

(must be within 90 days of application date)

To be completed by any owner of 20% or more of the business.

First Name	Middle Name	Last Name
Home street address	City, State, Zip code	Home Phone number
How long have you lived at your current address? Payment	<input type="checkbox"/> Own <input type="checkbox"/> Rent	\$ Monthly
Are you currently (check one) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Other (single, divorced or widowed)		
Name of current employer	Employer's address	City, State, Zip code Phone Number
Current job title	Dates of employment	\$ Monthly Salary
Name of previous employer	Dates of employment (if more space is required attach a separate sheet or resume)	

Spouse and /or Co-Applicant

First Name	Middle Name	Last Name
Name of current employer	Employer's address	City, State, Zip code Phone Number

Schedule 1. Stocks and Bonds

Do you own 10% or more of any other company? Yes No

Please list any stocks or bonds you own in the chart below. Do not include retirement accounts such as IRA's. 401(k)'s etc.

How Held*	Number of Shares Or Bond Amount	Description	Pledged to another Party Yes or No	Present Market Value
				\$
				\$
				\$
* Indicate J-Jointly with Spouse; O-Jointly with other than Spouse; A-Applicant's Separate property; S-Spouse's separate property				
Total				\$

Schedule 2. Notes Receivable

(Personal loans you have made to any other person or entity).

Name of Debtor	Date the Loan Was Made	Annual Loan Payment Amount	Date of Final Payment of the Loan	Remaining Balance



			\$	\$
			\$	\$
Total				\$

Schedule 3. Real Estate Owned

How Held*	Property Address	a. Market Value	c. Date of purchase	Name of Lender	a. 1st Mortgage Balance	Monthly Payment 1 st	Status of Mortgage
		b. Cost			b. 2 nd Mortgage Balance	2 nd	
		a.\$	c.	1 st	a.\$	\$	
		b.\$		2 nd	b.\$	\$	
				3 rd	c.\$	\$	
		a.\$	c.	1 st	a.\$	\$	
		b.\$		2 nd	b.\$	\$	
				3 rd	c.\$	\$	
	Totals	a.\$		Totals	a.\$	\$	
		b.\$			b.\$	\$	
					c.\$	\$	

*Indicate J-Jointly with spouse; O-Jointly with other than Spouse; A-Applicant's separate property; or S-Spouse's separate property.

Schedule 4. Personal Revolving Credit
(Credit cards and other revolving debt).

Creditor's Name	Monthly Payment	Present Balance
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____

Schedule 5. Installment Loans and Notes Payable
(Student loans, auto loans and other loans).

Creditor's Name	Monthly Payment	Collateral	Present Balance
-----------------	-----------------	------------	-----------------



1. _____ \$ _____ _____ \$ _____
2. _____ \$ _____ _____ \$ _____
3. _____ \$ _____ _____ \$ _____

Please use information from Schedules 1 to 5 (pages 10 & 11) to complete the table below.

Assets		Amount	Liabilities		Amount
Personal bank account (s)		\$	Mortgage on real estate (schedule 3)		\$
Stocks & bonds (schedule 1)		\$	Personal revolving credit (schedule 4)		\$
Notes receivable (schedule 2)		\$	Installment loans and notes payable (schedule 5)		\$
Real Estate owned (schedule 3)		\$	Unpaid Taxes		\$
Retirement accounts IRA/Keogh/401k		\$	Loan(s) on Life Insurance		\$
Other investments		\$	Any other loan and liabilities not already listed; describe on separate sheet		\$
Automobiles		\$			
Cash Value life insurance		\$			
Other assets (provide itemized list)		\$			
Total Assets		\$	Total Liabilities		\$

Total Assets Minus Total Liabilities = \$ _____ Net Worth

Annual Expected Income and Expenses (Covering the Next 12 Months)

(You do not have to list income from alimony, child support, or public assistance unless you want California Capital to consider it for the purpose of this Application).

Annual Income		Annual Expenses	
Annual salary or wages from any job(s) you have outside of your business	\$	Annual living expenses (multiply your Total Monthly Expenses on your Personal Budget Analysis form by 12)	\$
Annual rental income	\$	Annual income taxes	\$
Annual business income (your salary or owner's draw from your business)	\$	Annual other expenses	\$
Annual other income (describe)	\$	Payments on any loans and contracts not listed in your Personal Budget Analysis	\$
Total Annual Income	\$	Total Annual Expense	\$

Total Annual Income Minus Total Annual Expenses =

Contingent Liabilities

Do you have any other loan(s) or have you entered into any other important contract(s) not described yet in this Personal Financial Statement? Yes No

If yes, please explain: _____

Personal Budget Analysis

To be completed by any owner of 20% or more of the business

Name: _____

Income

Monthly Amount

Monthly Salary	\$ _____
Spouses Gross Salary	\$ _____
Owners Draw from Business	\$ _____
Rental Income	\$ _____
Interest/Dividend Income	\$ _____
Other	\$ _____

Total Monthly Income

\$ _____

Monthly Amount

Expenses

Rent/Mortgage Payment	\$ _____
Real Estate Taxes	\$ _____
Auto Loan(s)	\$ _____
Student Loan(s)	\$ _____
Credit Card(s)	\$ _____
Other Loan(s)	\$ _____
Utilities & Telephone	\$ _____
Insurance (all)	\$ _____
Food	\$ _____
Clothing	\$ _____
Child Care	\$ _____
Other(_____)	\$ _____

Total Monthly Expenses

\$ _____

General Information

If you are married and a resident of California, questions 1-10 also apply to your spouse.

- 1. Are any of your assets held in trust? Yes No
- 2. Are there any unsatisfied judgments against you? Yes No
- 3. Have you declared bankruptcy within the past ten years, or are you currently involved in a bankruptcy proceedings? Yes No
- 4. Have you been a principal or guarantor of the obligations of a firm that declared bankruptcy in the past ten years? Yes No
- 5. Are you currently under audit by the IRS or any state or local tax authority? Yes No
- 6. Do you have any outstanding tax liabilities not already disclosed on this Personal Financial Statement? Yes No
- 7. Are any of your assets pledged or debts secured except as shown on this Personal Financial Statement? Yes No
- 8. Have you directly or indirectly been obligated on any loan or financing arrangement that resulted in foreclosure, repossession of assets, transfer title in lieu of foreclosure, or judgment? Yes No
- 9. Are you a party to a lawsuit? Yes No
- 10. Have you been convicted of a crime? Yes No
(A conviction will not necessarily result in the denial of this Application.)

If you answered yes to any of the questions above, please explain. (Attach separate sheet if necessary).

Are you a U.S. Citizen? Yes No

If you answered no, provide Alien Registration Number: _____

Please provide a copy of front & back of registration card.



CERTIFICATION

The undersigned, for the purpose of procuring and establishing credit from time to time with California Capital Financial Development Corporation (CCFDC) and to induce CCFDC to permit the undersigned to become indebted to CCFDC on notes, endorsements, guarantees or otherwise, certifies that this Personal Financial Statement is a full, true and correct statement of the financial condition of the undersigned on the above date, and agrees to notify CCFDC immediately of the extent and character of any material change in said financial condition, and also agrees that if a third party attempts to obtain or hold by writ of execution, garnishment, attachment, or other legal process, the assets of the undersigned, or property of the undersigned held by CCFDC, or if any of the representations made in this Personal Financial Statement prove to be untrue, or if the undersigned fails to notify CCFDC of any material changes as above agreed, or if the business or any interest therein of the undersigned is sold, then and in such case, at CCFDC's option all the obligations of the undersigned to CCFDC, or held by CCFDC shall immediately become due and payable, without demand or notice.

This Personal Financial Statement shall be constructed by CCFDC to be continuing statement of the financial condition of the undersigned until the undersigned advises in writing to the contrary. CCFDC may request that the undersigned complete a new and original Personal Financial Statement of all assets of the undersigned upon each and every transaction in and by which the undersigned hereafter becomes indebted to CCFDC.

I assure CCFDC that all the information furnished is complete and correct. CCFDC may verify any of this information. I understand I may apply for credit in my name alone without my spouse or any other person, regardless of my sex or marital status.

Date: _____

Signature: _____

Print Name: _____